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19 SEP 1978

MEMORANDUM FOR: 25X1A  
Chairman, Ad-Hoc Task Force on Manpower  
Resource Allocation

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Review of ODP Administrative Support Functions

1. Attached is a paper developed by the Administrative Staff as a first step in a review of administrative support functions in the Office. I asked the Admin Staff to conduct this review since I am not satisfied that we are properly organized in this area. I have been advised that responses to this paper have not been sufficient and the Admin Staff is unable to proceed with the review.

2. I would like the Task Force to respond to the issues raised in this paper as an integral part of the report I have asked for on the allocation of ODP manpower resources.

  
Clifford D. May, Jr.

25X1A

Attachment: a/s  
(Admin has copy)

This document becomes UNCLASSIFIED  
when separated from attachment

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